

CUSOP PARISH DEVELOPMENT PLAN

PROJECT PLAN

INTRODUCTION

The Cusop Parish Development Plan will be a statutory 'neighbourhood development plan' under the Localism Act 2011.

Cusop Parish Council decided in May 2012 to go ahead with the production of this Plan. The area to which the Plan applies will be the same as the area of the Parish of Cusop: this was established by designation of the Parish as a 'neighbourhood area' under the Localism Act, confirmed by Herefordshire Council in September 2012.

The Parish Council established the Cusop Planning Project Group in October 2012 to manage the process of consultation and drafting of the Plan. The Group's Terms of Reference are:

"to act on behalf of the Parish Council as a volunteer steering group to organise the drafting of a Cusop Parish Development Plan and Parish Plan Update, following good practice."

The scope of a neighbourhood development plan overlaps that of a 'parish plan' which covers a wider range of community matters. Cusop adopted a Parish Plan in 2006. This project will therefore use the opportunity to update the Parish Plan at the same time. The continued need for, and scope of, a Parish Plan will depend on the consultation responses: if all the parish's concerns can be substantially addressed through the development plan, a Parish Plan may not be needed as well. Conversely if a number of non-planning initiatives are wanted then a continuing Parish Plan may be the best vehicle for them.

ORGANISATION

Cusop Parish Council has statutory responsibility for initiating the Development Plan and it must approve the final draft of the Plan for submission to Herefordshire Council. In practice it will delegate responsibility for drafting of the Plan to the Project Group. The Plan will be a standing item on agendas of the Council's meetings in order to review progress and to consider any matters put to it by the Project Group or any other body or individual.

Cusop Planning Project Group will be responsible for all aspects of the drafting of the Plan unless otherwise determined by the Parish Council. The Group will have special responsibility for consulting the whole community of Cusop and also non-resident consultees. At the time of writing this Plan the Group members are:

David Jones (Chairman of the Group)
John Bramble
Ian Jardin [parish council clerk]
Jane Weaver
Jim Wesley [parish council chairman]

The Group may appoint other people to the Group in due course. It will also encourage the involvement of other people in specific tasks and topics without their necessarily becoming standing members of the Group.

Herefordshire Council is responsible for checking that the draft Plan meets the legal requirements and for arranging the public examination and parish referendum. The Council's Neighbourhood Planning Team will provide extensive support as set out in the Service Level Agreement with the Parish Council. The point of contact in the Team will be the Cusop Support Officer, Samantha Banks. The Ward Member Cllr Philip Price will also be involved as appropriate.

PROGRAMME

1.	Establish Project Group - agree terms of reference - meet HC support officer -create web page - agree Project Plan	Nov 2012 - Feb 2013
2.	Identify topics - allocate topic clusters to Group members - research evidence base and formulate issues for consultation	Feb - May 2013
3.	HC publishes draft Local Plan - review impact on Cusop	Mar 2013
4.	Annual Parish Meeting - presentation of process and provisional topics and issues	Apr 2013
5.	Village Hall Drop-in Event - prepare, publicise, execute	Jun 2013
6.	Analyse Drop-in results + final draft HC Local Plan - formulate options for questionnaire	Jul - Sep 2013
7.	Options Questionnaire - draft, print, deliver door to door, retrieve	Oct 2013
8.	First Draft Plan - put together based on consultation results - consult HC support officer	Nov 2013 - Feb 2014
9.	Draft Plan Consultation - draft, print, deliver door to door, retrieve + consult non-resident consultees by post	Mar 2014
	<i>HC Local Plan comes into force</i>	<i>Apr 2014</i>
10.	Final Draft Plan - revise Plan in light of consultation + impact of adopted HC Local Plan	Apr - May 2014
11.	Parish Council approves Final Draft Plan and submits to HC	Jun 2014
12.	HC consultation on Plan - approves to go forward for examination	Jul - Sep 2014
13.	Examination of Plan by independent examiner	Dec 2014
14.	HC consider examiner's report and issue Decision Statement - HC arrange referendum	Jan 2015
	<i>run-up to Herefordshire and Parish Council elections (+possible General Election)</i>	<i>Mar-May 2015</i>
15.	Parish Referendum on Plan	Jun 2015
16.	Cusop Development Plan adopted by HC - comes into force	Jul 2015

COSTS AND FUNDING

<u>Estimated Costs</u>	£
Village Hall Drop-in Event - room hire, presentation materials, refreshments, analysis & report	700
Options Questionnaire - printing, distribution, analysis & report	400
Plan Drafting - writing and design	700
Draft Plan Consultation - printing, distribution, analysis & report	400
Publicity for referendum	200
Adopted Plan - c250 printed copies for each resident + spares	400
Miscellaneous admin, office materials, maps, and Group expenses	300
Reserve for possible expert advice or evidence, incl support at examination	900
Total	4000

Funding

Herefordshire Council DCMS Frontrunners fund £2,000
Cusop Parish Council £2,000

Cash Flow

	FY2013/14	FY2014/15	FY2015/16
Village Hall Drop-in Event	700		
Options Questionnaire	400		
Plan Drafting	700		
Draft Plan Consultation		400	
Publicity for referendum			200
Adopted Plan			400
Miscellaneous	150	150	
Reserve for expert advice & evidence	450	450	
Total costs	2400	1000	600
Funded by:			
Herefordshire Council DCMS Frontrunners fund	2000		
Cusop Parish Council	400	1000	600

NB Any discrete Parish Plan Update costs, eg printing, will be identified and funded separately.

CUSOP PLANNING PROJECT GROUP
FEBRUARY 2013